



VILLAGE OF INNSBROOK BOARD OF TRUSTEES MEETING MINUTES

Innsbrook Village Hall
1835 Highway F, Innsbrook, MO 63390
Tuesday, August 10, 2021, 5:00 PM

AGENDA

- 1) CALL TO ORDER
- 2) OPENING CEREMONY
- 3) **PUBLIC HEARING - 2021 Tax Levy**
- 4) ROLL CALL
- 5) APPROVAL OF AGENDA
- 6) APPROVAL OF MINUTES:
 - a. Regular Meeting: July 13, 2021
- 7) PUBLIC COMMENT (Comments emailed to Village Administrator will be read at this time.)
- 8) COMMUNICATIONS/PETITIONS/PRESENTATIONS
- 9) BOARD OF TRUSTEES COMMENTS
- 10) CHAIRMAN'S COMMENTS, REPORTS, APPOINTMENTS
- 11) DEPARTMENT REPORTS:
 - a. Financial Reports - July 2021
 - i. Bills of The Month
 - ii. NIP Grant Funding Approval
 - b. Administrator's Report
 - c. Planning & Zoning Commission
- 12) UNFINISHED BUSINESS:
 - a. **BILL NO. 284 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI ESTABLISHING A PROCEDURE TO REGULATE SHORT TERM RENTALS WITHIN THE VILLAGE OF INNSBROOK.**
- 13) NEW BUSINESS:
 - a. Request for Exemption For Special Community Event Noise:
 - i. Innsbrook Corporation - Innsbrook Institute Music Festival; Afternoon & Evening (09/10-9/12/2021)
 - ii. Innsbrook Corporation - Fall Family Concert; 5:00-7:00pm (10/09/2021)
 - b. Broadband Infrastructure Program
 - c. Village of Innsbrook Welcome Sign
 - d. Review Policy 2019-2 - Trustee Training Policy
 - e. **BILL NO. 303 - AN ORDINANCE LEVYING AND ESTABLISHING THE RATE OF ANNUAL TAXATION FOR THE YEAR 2021 ON ALL PROPERTY WITHIN THE VILLAGE OF INNSBROOK, WARREN COUNTY, MISSOURI AND PROVIDING FOR THE EXTENSION OF SAID TAXES ON THE BOOKS OF THE COLLECTOR BY THE COUNTY CLERK OF WARREN COUNTY, MISSOURI. (ORD. 299)**
 - f. **BILL NO. 304 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, TO ESTABLISH A PROCEDURE TO DISCLOSE POTENTIAL CONFLICTS OF INTEREST AND SUBSTANTIAL INTERESTS FOR CERTAIN MUNICIPAL OFFICIALS. (ORD. 300)**
- 14) ADJOURNMENT

Unfinished Business/ Hold Items

- BHS/Zykan Landfill Area
 - Animal Shelter
 - Dry Hydrants
 - Village Cemetery
- (Next quarterly report Sept. 2021)

MINUTES

The August 10, 2021 regular meeting of the Village of Innsbrook Board of Trustees was held in person and via Zoom Video Conference, and called to order at 5:01 PM (CST) with Chairman Thomsen presiding. Chairman Thomsen led the Pledge of Allegiance.

PUBLIC HEARING - 2021 Tax Levy

Chairman Thomsen opened the public hearing at 5:02pm and opened the floor to questions. There being none, Chairman Thomsen closed the public hearing at 5:04pm.

Upon roll call, Trustees Trish Dunn, Dan Reuter, Ted Sator, Jeff Thomsen and Donna West were present in person. Others in attendance in person included Village Administrator/Clerk - Carla Ayala. Due to the COVID-19 Pandemic, all other visitors attended this meeting via videoconference. Those attendees included Village Attorney - Nathan Bruns, Adam Rollins - Warren County Record, Tracy Dickherber - Innsbrook Corporation, Tracy Sator, Rebecca Dohrman, Pat Reuter and Jeff (unknown last name).

APPROVAL OF AGENDA

Motioned by Trustee Sator, seconded by Trustee Reuter, to approve the agenda. All Trustees present voted "Aye". Motion passed and approved with a 5 "Aye", 0 "No" vote.

APPROVAL OF MINUTES

Motioned by Trustee Reuter, seconded by Trustee Sator to approve the July 13, 2021 regular session meeting minutes. All Trustees present voted "Aye", motion passed and approved with a 5 "Aye", 0 "No" vote.

PUBLIC COMMENTS

None at this time.

COMMUNICATIONS/PETITIONS/PRESENTATIONS

None at this time.

BOARD OF TRUSTEES COMMENTS

Trustee Dunn received a comment on the noise level at the concerts. There are concerns that noise levels are not being maintained. Chairman Thomsen stated that in the reports he has received, the noise levels are under 85 DbA. Trustee Sator stated that CCAC is now Wags and Whiskers. The fundraiser Woofstock will be held in Diekroger Park in Wright City on August 21, 2021. Trustee West stated that sales tax compliance within the Village seems to be getting better.

CHAIRMAN'S COMMENTS, REPORTS, APPOINTMENTS

None at this time.

DEPARTMENT REPORTS

- a. Financial Report - The July 2021 financial report and the bills of the month were distributed and viewed by all Trustees in attendance. Motioned by Trustee Dunn, seconded by Trustee Reuter to approve the financial report and pay all the bills of the month. All Trustees present voted "Aye". Motion passed and approved with a 5 "Aye", 0 "No" vote.
 - i. NIP Grant Funding Approval - A paid invoice and canceled check in the amount of \$1,142.13 was received from Gary West for reimbursement through the NIP Grant Funding. \$1,000 was budgeted for the 2021 Grant Cycle. Motioned by Trustee Dunn, seconded by Trustee Sator to approve reimbursement in the amount of \$1,000 to Gary West for the 2021 NIP Grant Funding. Motion passed and approved with a 4 "Aye", 0 "No", 1 Abstain vote. Trustee West abstained from voting.
- b. Administrator's Report - Village Administrator/Clerk, presented a report to the Trustees. Village Hall will be closed on August 13, 2021. Forty business permits have been approved to date. A settlement agreement has been received from Innsbrook Corporation regarding short term rentals. Chairman Thomsen does not agree to this agreement and has drafted a revised agreement to submit to Innsbrook Corporation. Trustee Reuter stated that a Memorandum of Understanding should be submitted instead of a settlement agreement. A draft of the agreement will be sent to the Trustees for approval prior to sending it to Innsbrook Corporation.
- c. Planning and Zoning Commission - The Commission held their last meeting on June 02, 2021. A meeting was not held in August.

UNFINISHED BUSINESS:

- a. **BILL NO. 284 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI ESTABLISHING A PROCEDURE TO REGULATE SHORT TERM RENTALS WITHIN THE VILLAGE OF INNSBROOK.** No discussion was held. Motioned by Trustee Reuter, seconded by Trustee West to remove Bill No. 284 from the meeting agenda until further action by the Board of Trustees. By roll call vote, Trustee Dunn - "Aye", Trustee Reuter

- "Aye", Trustee Sator - "Aye", Trustee Thomsen - "Aye", Trustee West - "Aye". With a 5 "Aye", 0 "No", 0 Abstain vote, motion passed and approved.

NEW BUSINESS:

- a. Request for Exemption For Special Community Event Noise:
 - i. Innsbrook Corporation - Innsbrook Institute Music Festival; Afternoon & Evening (09/10-9/12/2021) Motioned by Trustee Reuter, seconded by Trustee Sator, to approve the noise permit for the Innsbrook Institute Music Festival with an 85 DbA noise level limit. By roll call vote, Trustee Dunn - "Aye", Trustee Reuter - "Aye", Trustee Sator - "Aye", Trustee Thomsen - "Aye", Trustee West - "Aye". With a 5 "Aye", 0 "No", 0 Abstain vote, motion passed and approved.
 - ii. Innsbrook Corporation - Fall Family Concert; 5:00-7:00pm (10/09/2021) Motioned by Trustee Sator, seconded by Trustee Reuter, to approve the noise permit for the Fall Family Concert with an 85 DbA noise level limit. By roll call vote, Trustee Dunn - "Aye", Trustee Reuter - "Aye", Trustee Sator - "Aye", Trustee Thomsen - "Aye", Trustee West - "Aye". With a 5 "Aye", 0 "No", 0 Abstain vote, motion passed and approved.
- b. Broadband Infrastructure Program - Innsbrook Corporation sent the Village a letter to sign asking the NTIA Board to award Gateway Fiber grant funding to bring fiber optic internet service to the Innsbrook community. Chairman Thomsen stated that he does not agree with the wording of the letter, and would not sign such a letter without the overwhelming support from the community. Five comments were received from the social media post asking citizens on their opinions on the matter. Chairman Thomsen read each comment out loud. Chairman Thomsen will speak to Truesdale Mayor Watson asking his opinion on the process as Gateway Fiber is currently working within the City of Truesdale. More information is needed before the Village agrees to sign a letter of support. Trustee Dunn stated that she has been in contact via email with Gateway Fiber asking them to come and speak to the Board of Trustees and will forward that email communication to the Trustees for their review.
- c. Village of Innsbrook Welcome Sign - During the wind storm that passed through in early July the "Welcome to Innsbrook" sign located near the intersection of Hwy M and Hwy F blew down. It was picked up by Innsbrook groundskeepers and brought to the maintenance shed. Chairman Thomsen went to pick the sign up to bring it back to Village Hall to store, but upon inspection the sign was past the point of repair. The Board was provided examples of stone monument signs from four different companies in the area. Trustee West mentioned that she would prefer a stone and wood look to keep with the Village motto "In Harmony With Nature". Chairman Thomsen knows someone that can possibly erect an iron rod post with a wooden sign. Discussion to be held at a later meeting.
- d. Review Policy 2019-2 - Trustee Training Policy - Trustee Sator asked during the July meeting to review this policy, and suggested that the Trustees training costs to be covered by the Village 100%. Meals and lodging reimbursement to be approved on a case by case basis. Village Administrator/Clerk to redraft policy for review and approval during the next meeting.
- e. **BILL NO. 303 - AN ORDINANCE LEVYING AND ESTABLISHING THE RATE OF ANNUAL TAXATION FOR THE YEAR 2021 ON ALL PROPERTY WITHIN THE VILLAGE OF INNSBROOK, WARREN COUNTY, MISSOURI AND PROVIDING FOR THE EXTENSION OF SAID TAXES ON THE BOOKS OF THE COLLECTOR BY THE COUNTY CLERK OF WARREN COUNTY, MISSOURI.** Motioned by Trustee Sator, seconded by Trustee Dunn to hold the first and second reading of Bill No. 303 by title only. All Trustees present voted "Aye". Motion passed and approved with a 5 "Aye", 0 "No" vote. Chairman Thomsen read Bill No. 303 twice by title only. Chairman offered discussion on Bill No. 303. There being none, motioned by Trustee Reuter, seconded by Trustee West to vote to approve Bill No. 303. By roll call vote, Trustee Dunn - "Aye", Trustee Reuter - "Aye", Trustee Sator - "Aye", Trustee Thomsen - "Aye", Trustee West - "Aye". With a 5 "Aye", 0 "No", 0 Abstain vote, motion passed and approved. Bill No. 303 is enacted as Ordinance No. 299 of the Village of Innsbrook, Missouri. The Tax rate for 2021 has been set at 0.1272 per \$100 assessed valuation for Real Estate property and 0.0000 per \$100 assessed valuation for Personal property.
- f. **BILL NO. 304 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, TO ESTABLISH A PROCEDURE TO DISCLOSE POTENTIAL CONFLICTS OF INTEREST AND SUBSTANTIAL INTERESTS FOR CERTAIN MUNICIPAL OFFICIALS.** Motioned by Trustee Dunn, seconded by Trustee Sator to hold the first and second reading of Bill No. 304 by title only. All Trustees present voted "Aye". Motion passed and approved with a 5 "Aye", 0 "No" vote. Chairman Thomsen read Bill No. 304 twice by title only. Chairman offered discussion on Bill No. 304. There being none, motioned by Trustee Sator, seconded by Trustee Reuter to vote to approve Bill No. 304. By roll call vote, Trustee Dunn - "Aye", Trustee Reuter - "Aye", Trustee

Sator - "Aye", Trustee Thomsen - "Aye", Trustee West - "Aye". With a 5 "Aye", 0 "No", 0 Abstain vote, motion passed and approved. Bill No. 304 is enacted as Ordinance No. 300 of the Village of Innsbrook, Missouri.

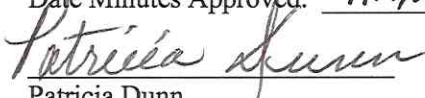
VOTE TO ADJOURN

Motioned by Trustee Dunn, seconded by Trustee West, to adjourn the regular meeting. All Trustees present voted "Aye". Motion passed and approved with a 5 "Aye", 0 "No" vote. Meeting adjourned at 6:44 PM.

I hereby certify that these are the original minutes of the regular meeting of the Board of Trustees held on Tuesday, August 10, 2021.

Carla Ayala, Village Administrator/Clerk

Date Minutes Approved: 9/14/21


Patricia Dunn,
Village Board Clerk
(seal)


Attest: Carla Ayala,
Village Administrator/Clerk

